

# Instructor's Frequently Asked Questions (FAQ's)

## INSTRUCTOR COMPENSATION

### 1. What is the rate of pay?

Instructor Certification	Compensation
Basic	\$45
Intermediate	\$50
Master	\$55

### 2. Do I get paid for prep time?

We appreciate your commitment to the system and will now be providing an extra hour of pay per workshop (each session delivered) to compensate for all of the demands placed on you.

### 3. When can I expect my first pay?

DIEEC agrees to process stipends within a timely manner after receiving materials and paperwork from the instructor. All instructor stipends must be received within two weeks of the last training session or pay will not be guaranteed.

### 4. Do I get reimbursed for mileage?

Mileage will be reimbursed to Instructors when they travel outside of their home county. Receipts are required to be submitted along with the Instructor Stipend Form for parking and/or tolls. Instructors will be compensated upon submission of required professional development forms, attendance, evaluations, and any equipment and/or materials (resources, bins, etc.) used to facilitate the applicable training.

### 5. Will I get paid if DIEEC cancels the training the day of the training?

DIEEC's Professional Development team works very hard not to cancel trainings. However, when we do have to cancel due to low enrollment, we will cancel within 48 hours and you will be contacted. Unfortunately, we are unable to provide a stipend for cancelled training.

### 6. How many workshops can I do per year?

The Instructor has no obligation, unless previously arranged, to work any set number of hours, or specific days, or number of hours in an agreement period. The Instructor retains the right (subject to other aspects of this agreement) to contract with other entities for similar services. You are however, barring any extenuating circumstances required to instruct workshops agreed upon at the beginning of the quarter.

### 7. May I co-instruct with someone else to deliver a workshop?

Yes. Prior approval from DIEEC's Professional Development System must be obtained before you co-instruct with

another approved DIEEC instructor. However, only one stipend is given and instructors must decide between them how they will manage that dispersion of money.

## EMERGENCY PROCEDURES

### 1. Who do I call if I have to cancel the day of the training?

Please review the "Instructor Emergency Workshop Cancellation Procedures" document for how to handle this situation.

### 2. Who do I call if I am going to be late (e.g. traffic issues) the day of the training?

Please review the "Instructor Emergency Workshop Cancellation Procedures" document for how to handle this situation.

### 3. What do I do if no participants show up for the training?

Please stay at training facility for a half hour. If no one shows, please email the PD team and someone will contact you.

### 4. Who are the DIEEC contact people if there is an emergency situation during the workshop?

See your contact sheet for information and people assigned to your county. In true emergencies, it is appropriate to call the police or emergency help. If you witness an injury of a participant or you become injured during the hours of a workshop, please complete the incident report. After the workshop, please email your mentor so that proper follow up can be made at the University.

## WORKSHOPS and MATERIALS

### 1. How do I get the materials to be used during the training?

DIEEC agrees to provide opportunities for materials pick-up and drop off and to support the workshop with Participant Manuals, Instructor materials and other artifacts as required by the workshop.

Instructor agrees to be responsible for pick-up and delivery of materials. Furthermore, the Instructor agrees to sign for materials and to check that all necessary items for workshop are provided.

*Kent and Sussex pick up in Dover, NCC in Newark at the PD offices. Be sure to make appointments with staff for pickup and drop-off.*

### 2. When do the training materials have to be returned?

Materials should be returned one week after the last day of a training session.

**3. Who do I contact if items are missing from the material bins?**

If you are an instructor in NCC, please contact Tara regarding materials. If you are an instructor in Kent or Sussex, please contact Linda Chantler. It is the instructor's responsibility to check the bin/bags when you pick up materials. There is a materials list provided. Instructors are expected and we highly encourage the instructor to review before leaving the office.

**4. Is Wi-Fi available at the training sites?**

DIEEC's Professional Development Department is working to provide Wi-Fi hot spots at permanent sites for instructors to use for training purposes only. Your Instructor Mentor will be communicating with you soon regarding the availability of Wi-Fi.

**5. May I substitute material and content?**

Unless otherwise discussed with DIEEC staff, the Instructor agrees to share the workshop as designed, and to utilize full the time allotted for the workshop.

**6. What if I can't get into the site to do a workshop?**

Stay at the site for at least 15 minutes and take attendance. If possible, leave a sign to alert participants who arrive late. Email DIEEC the attendance sheet the next day and DIEEC will contact participants to get them in other workshops.

**7. What if I need a laptop or projector?**

DIEEC will provide technology when it is necessary for the workshop. Availability is limited and please understand if we need to give priority to certain workshops and locations. In most cases we are using projectors that take a specially formatted flash drive, so be sure to check when you pick up materials.

**PARTICIPANTS/Special Considerations**

**1. What happens if someone shows up for a training who is not on the attendance list?**

We highly encourage participants to pre-register and do not take walk-ins. Please ask participants to provide documentation that they did pre-register, on the off chance that there was an issue processing payment within the registry. If a participant does provide documentation, please have the sign in on the attendance and provide an updated email and phone number so that they can be contacted by the office. If they cannot provide documentation, but are adamant about staying, you may use your discretion in this matter. If you do allow them to stay for the workshop, please take their contact phone number and email and suggest that they call Kelly to look

into registration. Please notify them that attendance credit on their transcript is not guaranteed.

**2. What do I do if participants come late? Come the second night but not the first?**

It is advertised that participants have a 15 minute grace period to arrive at workshops. After those 15 mins, credit for attendance is not guaranteed. Please use your discretion when dealing with this. You may allow participants to stay if they are more than 15 mins late, but please mark arrival and departure time on the attendance sheet. When you send in attendance, please make an extra note and highlight so the office is aware. In most sites doors should be locked 15 minutes after the sessions start for safety reasons and it is not required to let participants in after that.

**3. What if participants don't come with their handouts and books on subsequent nights after getting them the first night?**

Check off on the attendance sheet who received their materials. If they had the materials, and forgot them, they can share with someone. Do bring materials for those who missed the first night. We do not have resources to give more than one manual or book. In some workshops we have divided participant manuals into one-night booklets for this reason.

**4. What if participants bring someone else to the workshop: child, "driver", or spouse?**

If a driver attends, it is expected that they will sit quietly somewhere and wait. There are extenuating circumstances (health issues, access to training, translation/assistance, etc.) that we must be mindful of and special accommodations have to be made. It is not appropriate to give materials or books out or to have them engage in the workshop. Children are NOT allowed for many reasons, including insurance coverage. It is okay to tell them that they will have to leave and reschedule for this reason. In general, no who is not registered should attend as this causes issues with liability.

**5. What if participants criticize their own or another program?**

Assert our desire to be professional, and that we at all times must be aware of liability for confidentiality and slander. In the world of early childhood education, everyone is connected and it would be on the participant if someone was to take exception and pursue it. If they have specific issues, they are free to discuss them in private, but not in the workshops. This is true about staff, programs, families and children.